

### 3-MONTH PROGRAM (30 HOURS)

#### QUARTERLY LICENSING AND PARTICIPANT ENROLLMENT REPORT

**INSTRUCTIONS:** This form is to be used for computing quarterly licensing fees due and reporting enrollment and participant data for the DUI program. See reverse for further instructions on completing this form.

#### PART 1 - PROVIDER INFORMATION

1. Program Name (as shown on ADP license)	ADP License Number  - - -
2. Street Address (θ Check if new address)	
3. City	County Zip Code
4. Contact Person	Telephone (θ Check if new number)  ( )

#### PART 2 - LICENSE FEE COMPUTATION

5. Check quarter for which you are reporting. <b>FY</b> _____			
θ 1st Quarter (July 1 - Sept 30)	θ 2nd Quarter (Oct 1 - Dec 30)	θ 3rd Quarter (Jan 1 - Mar 30)	θ 4th Quarter (Apr 1 - June 30)
6. Enter months being reported		7. Number of new participants enrolled <b>a. First Offender (V.C. 23152/23153)</b> <b>b. Ages 18-20 Years (V.C. 23140 – 2<sup>nd</sup> Offense)</b>	
Month 1.....		a.	b.
Month 2.....		a.	b.
Month 3.....		a.	b.
8. TOTAL new participants enrolled.....		a.	b.
9. SUBTOTAL Licensing fee due (multiply line 8 by \$10.00).....		a. \$	b. \$
10. GRAND TOTAL AMOUNT DUE (add lines 9a. and 9b.) .....		\$	

#### PART 3 – STATISTICAL INFORMATION

11. Quarterly total terminations for noncompliance.....	a.	b.
12. Quarterly number of reinstatements by court.....	a.	b.
13. Quarterly number of transfers <b>from</b> other programs.....	a.	b.
14. Quarterly number of transfers <b>to</b> other programs.....	a.	b.
15. Quarterly number of successful completions.....	a.	b.

#### PART 4 – CERTIFICATION

*I certify that the information in this report is accurate. I understand that the information in this report is subject to audit by the Department of Alcohol and Drug Programs.*

16. SIGNATURE OF PROGRAM DIRECTOR OR DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_

# 3-MONTH PROGRAM

## INSTRUCTIONS FOR COMPLETING QUARTERLY LICENSING FEE AND PARTICIPANT ENROLLMENT REPORT

### PART 1 - PROVIDER INFORMATION

1. Enter Program name as shown on license and number that appears on license issued by ADP.
2. Enter street address at which program is located.
3. Enter city, county and zip code.
4. Enter name of person to be contacted regarding information reported and their phone number.

### PART 2 - LICENSE FEE COMPUTATION

5. Check the appropriate quarter and enter the fiscal year for which information is being reported. **DO NOT** check more than one quarter or enter report data for more than one quarter on each form.
6. Enter the name of the month which you are reporting (e.g., January, February, etc.).
- 7a. Enter the total number of new first offender participants enrolled during the month.
- 7b. Enter the total number of new underage participants (ages 18-20 years) convicted of a second offense, enrolled during the month.  
**DO NOT** count or collect the ADP license fee for participants transferred in from another program or reinstated by the court. **DO** count and pay a license fee for "courtesy transfers" (e.g., persons who have been sent to your program by another program as a courtesy to the court, but who were never enrolled or reported to the State as being enrolled by the sending program).
- 8a. Add the totals in column 7a. and enter the total number of participants enrolled during the quarter.
- 8b. Add the totals in column 7b. and enter the total number of participants enrolled during the quarter.
- 9a. Multiply total enrollments shown on line 8a. by \$10.00 and enter the dollar amount. This is the total amount due for first offender participants.
- 9b. Multiply total enrollments shown on line 8b. by \$10.00 and enter the dollar amount. This is the total amount due for underage participants (aged 18-20), convicted of a second offense.
10. Add the total of lines 9a. and 9b. and enter the grand total amount. This is the total amount due.

### PART 3 - STATISTICAL INFORMATION

11. Enter the quarterly total number of participants dismissed from the program for noncompliance.
12. Enter the quarterly total number of participants reinstated by the court.
13. Enter the quarterly total number of completed transfers from another DUI program.
14. Enter the quarterly total number of completed transfers to another DUI program.
15. Enter the quarterly total number of completion certificates **ISSUED** during the month.

### PART 4 - CERTIFICATION

16. Report is to be signed and dated by the Program Director or designee.

**Payment is due within 30 days of the close of the quarter. Mail this form with a check for the total amount of license fees due to:**

**Department of Alcohol and Drug Programs  
Administration Division, Accounting Unit  
1700 K Street  
Sacramento, California 95814-4037**

**Questions regarding completion of this form may be directed to the  
DUI Program Branch at (916) 322-2964.**